

**Indiana Judicial Center
COURT ALCOHOL & DRUG PROGRAM
GRANT APPLICATION**

Please complete and submit this form to:

Donna Durr
Indiana Judicial Center
National City Center – South Tower
115 West Washington Street, Suite 1075
Indianapolis, IN 46204-3424
Email: ddurr@courts.state.in.us
Telephone: (317) 232-1313 Fax: (317) 233-3367

Section I. APPLICATION

(To be completed by Program Director. Please type or print.)

Date:

Program Director:

Court Program Name:

Address:

City:

State:

Zip:

Phone:

Fax:

Grant request to cover (Please describe project and provide documentation, if available):

Point of Contact:

Please describe how this grant will help improve your Court Alcohol and Drug Program:

Estimated costs:

Equipment (if applicable):

Supplies/Materials (if applicable):

Other (if applicable):

Total Estimate:

Supervising Judge

Signature

Date

Program Director

Signature

Date

IJC Approval

Signature

Date

Section II. GRANT GUIDELINES

PURPOSE: This grant program is intended to assist Court-Administered Alcohol and Drug Programs attempting to improve their program.

SCOPE: This grant program will be limited to providing funds for program improvement through curriculum development, equipment purchase, technology acquisition/upgrade or consultant fees.

AMOUNT: The amount of the grant provided by the Indiana Judicial Center will not exceed \$2,500. Award amounts will be determined on a case-by-case basis. Requesting programs will be expected to contribute 20% or more of the total cost of the project.

Section III. PROCEDURE GUIDELINES

PROCEDURES:

1. Grant requests are to be submitted **PRIOR** to any purchase of items or equipment.
2. Applicants will need to submit a grant program application, which is available from the Indiana Judicial Center.
3. Applications may be completed and submitted electronically or by fax; however, any approval cannot become official until IJC receives the original copy with signatures.
4. Applicants should attach additional justification and details of their request that will assist in the approval and determination of award.
5. Each program is eligible to receive one grant in each calendar year; however, in cases where the program/county is very large or a program is just starting up, IJC has the discretion to allow two grant opportunities in one calendar year.
6. Grant expenses must be documented within six months of receiving the grant award. In cases where an extension is requested, the program must explain the reason for the extension.
7. If a program terminates within 6 months of the grant disbursement, the Indiana Judicial Center may require the program to repay the amount of the grant.
8. In general, requests for consumable workbooks or materials will not be considered; however, when a program implements a new course of instruction, a program may apply for the first 100 workbooks or sets of materials through a grant subject to grant spending limitations if the program does not have an available cash reserve.

Section IV. APPROVAL GUIDELINES

APPROVAL:

1. Grant requests will be approved at the discretion of the Indiana Judicial Center in consultation with the Court Alcohol and Drug Program Advisory Committee (CADPAC) of the Judicial Conference of Indiana. Grants are awarded and disbursed subject to the availability of funds.
2. If the application is approved, applicants will receive a letter of approval, a copy of their approved application, and an expense documentation form from the IJC.

Section V. APPLICATION GUIDELINES

ATTACHMENTS: Please provide the following information with your application. Include separate attachments as required.

PURPOSE OF THE PROJECT - Explain the purpose and expected outcome(s) of project.

HOW PROJECT WILL IMPROVE YOUR PROGRAM - Explain how this project will benefit and improve your court alcohol and drug program.

PROJECT BACKGROUND - Provide a history of the project (or need for the project) and where it, or a similar project, is being used. Explain the successes, from other venues, associated with the project.

NUMBER OF CLIENTS TO BE SERVED - Number of county or state citizens to be impacted.

PROJECT GOALS – List attainable and measurable project goals.

PLAN OF IMPLEMENTATION - Planned timetables, schedules, methods, or events to be accomplished in meeting project goals.

EQUIPMENT TO BE PURCHASED - List equipment to be purchased.

PROJECT COSTS - List costs of major elements and the total cost of the project.

OTHER FUNDING SOURCES AND AMOUNTS - List other potential grant sources (e.g., Local Coordinating Council, Indiana Criminal Justice Institute, county agencies) contacted and the result of the contact.

PLAN OF ASSESSMENT - Explain how you plan to evaluate your project and how you will know when you have accomplished your goals.

ADDITIONAL INFORMATION - Include any additional information that will provide additional insight into your project or program that will help justify approval of the grant or will help in determining the amount to be awarded (e.g., state-wide applicability, cost-savings, efficiency increase in future years.).

Section VI. EXPENSE FORM GUIDELINES

EXPENSE FORM:

1. An **Expense Documentation Form** is available from IJC and is to be used in requesting reimbursement.
2. **Original receipts are to be submitted with expense form.**

Section VII. GRANT FORMS and INFORMATION

Questions, comments, and requests for assistance may be directed to the Indiana Judicial Center.
Grant Program Application Form and Expense Documentation Form are available on the IJC website:
www.in.gov/judiciary/center